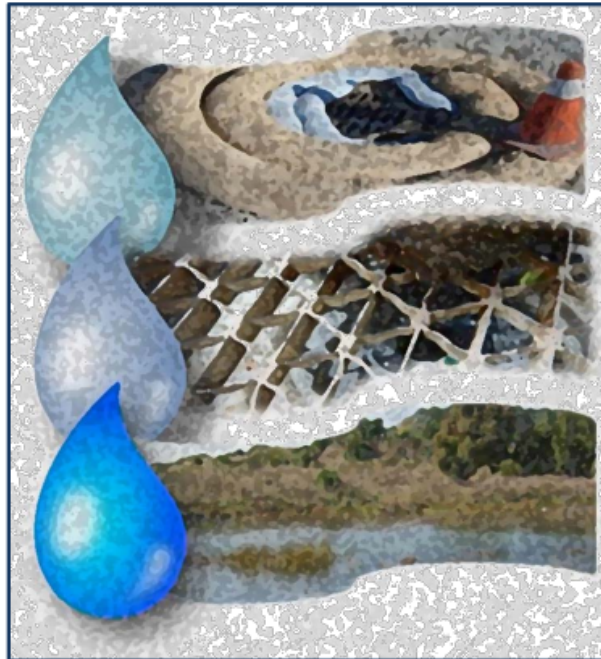


**STATEWIDE INDUSTRIAL GENERAL PERMIT  
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE  
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)  
DATABASE**

**CHANGE OF INFORMATION  
FOR  
COMPLIANCE OPTIONS**



**Last Revised: August 7, 2020**

## **Stormwater Industrial General Permit Change of Information for Compliance Options:**

Attachment I of the Industrial General Permit, as amended in November 2018 provides industrial stormwater Dischargers with Compliance Options to incentivize on-site and off-site stormwater capture and reuse to enhance local watersheds.

Dischargers choosing to implement the On-Site Compliance Option are required to implement best management practices (BMPs) that capture, infiltrate, divert, and/or evapotranspire the volume of runoff produced up to and during the 85th percentile 24-hour precipitation event based upon local historical precipitation data and records.

Dischargers choosing to implement the Off-Site Compliance Option are required to enter into a local agreement with the local municipalities or other entities to participate in the development, implementation and operation of the regional stormwater capture best management practices receiving the industrial stormwater discharges.

Dischargers meeting all Industrial Stormwater General Permit requirements for implementation of a compliance option will be deemed in compliance with various technology and water quality-based permit requirements as identified in the permit (including Total Maximum Daily Load-related requirements as applicable). For further details of the requirements of the On-Site or Off-Site Compliance Options, refer to Sections I, II.I, and III.F of [Attachment I of the Industrial General Permit](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/unoff_igp_amend.pdf#page=345). ([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/unoff\\_igp\\_amend.pdf#page=345](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/unoff_igp_amend.pdf#page=345)).

Dischargers must have active Notice of Intent (NOI) permit coverage prior to participating in an On-Site or Off-Site Compliance Option. Dischargers will use the Change of Information (COI) process to select a Compliance Option. The Discharger will notify the local [Regional Water Board](#) by email after completing the initial intent and include a Change of Information ID number and a brief description of the intended compliance option. Dischargers opting to comply through an Off-Site Compliance Option must work with their local municipality and the applicable Regional Water Quality Control Board to address the required public process, including a 30-day public comment period regarding the proposed compliance option implementation.

1. Please log into [SMARTS](https://smarts.waterboards.ca.gov): (<https://smarts.waterboards.ca.gov>)  
Please use SMARTS in Microsoft Edge

SMARTS LOGIN

User ID:

Password:

Login Create Account

Forgot User ID or Password

Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors.

Public User Menu Permit FAQs SMARTS Resources Email SMARTS Help

2. From the main menu, select "Industrial General Permit":

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: .  
If this account does not belong to you, please log out.

Help Logout

Navigate To:

Welcome to the Storm Water Multiple Application and Report Tracking System - SMARTS

Select Program to Access

Construction General Permit

**Industrial General Permit**

Municipal Phase I Permit

Municipal Phase II Permit

Caltrans MS4 Permit

Documents Ready for Certification

Reports

Manage Linked Users

Outstanding Invoices

Recertification

Update User Profile

Public Search Menu

Last 10 Records Previously Saved

Application ID	Permit Type	Document Type	Facility Name	Status
----------------	-------------	---------------	---------------	--------

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- Identify and select the “Application ID/WDID” number for the regulated facility that is proposing to implement an On-Site or Off-Site Compliance Option:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: ...  
If this account does not belong to you, please log out.

Navigate To: [v]

Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS

**Industrial Permit Menu**

- New Application
- Active NOIs, NECs
- Pending Applications
- Terminated NOIs
- Reports
- Back to Main Menu

**Applications You Are Associated With:**

Application ID WDID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide Delete	Delink App
484441	Industrial - NOI	Active	Test Owner Co PO Box 1977 Sacramento CA L6G1BG8	Test Owner Co 1001 I Street Alberhill CA 95814			<a href="#">Delink</a>
8 30I028641							

- Select the “COIs<sup>1</sup>” tab:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: ...  
If this account does not belong to you, please log out.

Navigate To: [v]

**Operator Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID: 8 30I028641 - 484441  
Status: Active  
Order No: 2014-0057-DWQ  
Permit Type: Industrial - NOI

Operator: Test Owner Co  
PO Box 1977 Sacramento CA L6G1BG8  
Facility: Test Owner Co  
1001 I Street Alberhill CA 95814

Certified Date: 05/26/2020  
Processed Date: 06/18/2020  
NOT Effective Date:  
Previous ID: -

**Operator Info** Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Reports Inspections Print Status History Linked Users NOTs **COIs**

Operator Information Populate Contact Info: [v]

Operator Name:	Test Owner Co	* 2	Contact First Name:	Storm	*
Street Address:	PO Box 1977	* 2	Contact Last Name:	Water Administration	*
Address Line 2:		?	Title:	Head person	
City/State/Zip:	Sacramento CA L6G1BG	* 2	Phone:	916-341-5536 * Ext: (999-999-9999)	
Type:	City/Town Agency	? * 2	E-mail:	stormwater@waterboards.ca.gov	* (abc@xyz.com)
Federal Tax ID:	99-9999999	?	<a href="#">Apply for NEC</a>		

Save & Exit Save & Continue

Fields marked with \* are mandatory fields.

<sup>1</sup> Change of Information requests.

5. Select "Add a New COI":

*Water Boards Storm Water Multiple Application & Report Tracking System* [Help](#) [Logout](#)

You are logged-in as:    
If this account does not belong to you, please log out. Navigate To:  

---

**COIs list**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

<b>WDID/App ID:</b>	8 301028641 - 484441	<b>Operator:</b>	Test Owner Co	<b>Certified Date:</b>	05/26/2020
<b>Status:</b>	Active		PO Box 1977 Sacramento CA L6G1BG8	<b>Processed Date:</b>	06/18/2020
<b>Order No:</b>	2014-0057-DWQ	<b>Facility:</b>	Test Owner Co	<b>NOT Effective Date:</b>	-
<b>Permit Type:</b>	Industrial - NOI		1001 I Street Alberhill CA 95814	<b>Previous ID:</b>	-

[Operator Info](#) [Facility Info](#) [Addl. Facility Info](#) [Billing Info](#) [Attachments](#) [Certification](#) [Requirements](#) [Reports](#) [Inspections](#) [Print](#) [Status History](#) [Linked Users](#) [NOTs](#) [COIs](#)

**Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI.**

The following are the COIs associated with this NOI. Click on the COI ID to view the details.

[Add a New COI](#)

COI ID	COI Type	WDID	Submitter	Submitted Date	Status of Document	Delete
--------	----------	------	-----------	----------------	--------------------	--------

Fields marked with \* are mandatory fields.

6. Select "SW Capture Compliance Option" then select "Start New COI":

*Water Boards Storm Water Multiple Application & Report Tracking System* [Help](#) [Logout](#)

You are logged-in as:    
If this account does not belong to you, please log out. Navigate To:  

---

**COIs list**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

<b>WDID/App ID:</b>	8 301028641 - 484441	<b>Operator:</b>	Test Owner Co	<b>Certified Date:</b>	05/26/2020
<b>Status:</b>	Active		PO Box 1977 Sacramento CA L6G1BG8	<b>Processed Date:</b>	06/18/2020
<b>Order No:</b>	2014-0057-DWQ	<b>Facility:</b>	Test Owner Co	<b>NOT Effective Date:</b>	-
<b>Permit Type:</b>	Industrial - NOI		1001 I Street Alberhill CA 95814	<b>Previous ID:</b>	-

[Operator Info](#) [Facility Info](#) [Addl. Facility Info](#) [Billing Info](#) [Attachments](#) [Certification](#) [Requirements](#) [Reports](#) [Inspections](#) [Print](#) [Status History](#) [Linked Users](#) [NOTs](#) [COIs](#)

☐ Update SWPPP/Map Update part or all of the Storm Water Pollution Prevention Plan, this action does not require approval from the Water Boards.

☐ Update NOI Update part or all of the Notice of Intent's information that is normally locked, this action requires approval from the Water Boards.

☐ Update SWPPP/Map & NOI Update part or all of the Storm Water Pollution Prevention Plan and the Notice of Intent's information that is normally locked, this action requires approval from the Water Boards.

☐ SW Capture Compliance Option Select Stormwater Capture Compliance Options: On-site or Off-site.

[Start New COI](#)

Fields marked with \* are mandatory fields.

### Initial Intent:

- Dischargers must complete and submit an Initial Intent form at least three (3) months prior to the estimated date of best management practice installation and operation, or prior to obtaining applicable local approvals for the best management practices, which ever come first.

Select either “On-Site Stormwater Capture Compliance Option” or “Off-Site Stormwater Capture Compliance Option”<sup>2</sup>. Provide a general description of the operation and the best management practices that will be used for the selected Compliance Option in the provided field. Then, enter the expected date the compliance option best management practices will be implemented and operational<sup>3</sup>. When complete, select “Save & Exit”.

The screenshot displays the 'Water Boards Storm Water Multiple Application & Report Tracking System' interface. At the top, it shows the user is logged in and provides a 'Navigate To' dropdown. The main heading is 'Change of Information (COI) - Capture Compliance'. Below this, a summary table lists details: COI ID (65223), Status of Document (Not Submitted), Submitter, Owner/Operator (Test Owner Co), COI Type (SW Capture Compliance Option), COI Date, WDID (8 301028641), and Site/Facility (Test Owner Co). A navigation bar includes buttons for 'Intent', 'Attachments', 'Certify/Review', 'Status History', and 'Back To NOI Summary'. The 'Initial Intent' section contains two radio buttons for selecting a compliance option: 'On-Site Stormwater Capture Compliance Option' and 'Off-Site Stormwater Capture Compliance Option'. Below these is a large text area for a general description of the selected option, with a '2000 characters remaining' indicator. A date field is provided for when the practices will be implemented and operational. A 'Notes' section at the bottom contains three numbered instructions. The 'Save & Exit' button is circled in red at the bottom left.

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name]  
If this account does not belong to you, please log out.

Navigate To: [Dropdown]

### Change of Information (COI) - Capture Compliance

COI ID:	65223	Status of Document:	Not Submitted	Submitter:		Owner/Operator:	Test Owner Co PO Box 1977 Sacramento CA L6G1BG8
COI Type:	SW Capture Compliance Option	COI Date:		WDID:	8 301028641	Site/Facility:	Test Owner Co 1001 I Street Alberhill CA 95814

[Intent](#) [Attachments](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

#### Compliance Options:

##### Initial Intent

Select Stormwater Capture Compliance Option:

☐ On-Site Stormwater Capture Compliance Option

☐ Off-Site Stormwater Capture Compliance Option

Provide a general description of the selected Compliance Option above:

2000 characters remaining.

Provide expected date for compliance option Best Management Practices will be implemented and operational:

Notes:

- Additional Fields for Final intent will be enabled after all the fields from Initial Intent are complete.
- Certifying/Submitting an Initial Intent form is not required.
- Certify only when Final Intent form is complete.

[Save & Exit](#) [Save & Continue](#)

<sup>2</sup> **NOTE:** If opting for an On-site or Off-site Compliance Option, please contact and notify your local [Regional Water Board](#). For an Off-Site Compliance Option you need to work with the Regional Water Board because the off-site compliance agreement needs to go through 30-day public comment period prior to implementation.

<sup>3</sup> **NOTE:** Additional fields for a final intent will be enabled once all fields for initial intent are complete. Certifying/submitting an initial intent is not required. Only certify/submit the Change of Information (COI) form when the final intent is complete.

- | Water Boards Storm Water Multiple Application & Report Tracking System                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                                                                                                             |                                               | <a href="#">Help</a> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------|
| You are logged-in as: _____<br>If this account does not belong to you, please log out.                                                                                                                                                                                                                                                                                                                                                                                                    |                      | Navigate To: <span style="border: 1px solid black; padding: 2px 10px;"> </span>                             |                                               |                      |
| <b>Operator Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                                                                                                             |                                               |                      |
| The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".                                                                                                                                                                                                                                                                                 |                      |                                                                                                             |                                               |                      |
| WWD/APP ID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5S39028727 - 484441  | Operator:                                                                                                   | Test Owner Co                                 |                      |
| Status:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Active               | Facility:                                                                                                   | PO Box 1977 Sacramento CA L6G1BG8             |                      |
| Order No:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2014-0057-DWQ        |                                                                                                             | Test Owner Co                                 |                      |
| Permit Type:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Industrial - NOI     |                                                                                                             | 1001 I Street Albion CA 95814                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | Certified Date:                                                                                             | 07/07/2020                                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | Processed Date:                                                                                             | 07/08/2020                                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | NOT Effective Date:                                                                                         |                                               |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | Previous ID:                                                                                                |                                               |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | Compliance Option:                                                                                          | On-site - In-progress                         |                      |
| <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>Operator Info</span> <span>Facility Info</span> <span>Add. Facility Info</span> <span>Billing Info</span> <span>Attachments</span> <span>Certification</span> <span>Requirements</span> <span>Reports</span> <span>Inspections</span> <span>Print</span> <span>Status History</span> <span>Linked Users</span> <span>NOTs</span> <span>COIs</span> </div> |                      |                                                                                                             |                                               |                      |
| Operator Information <span style="border: 1px solid black; padding: 2px;">Populate Contact Info</span> <span style="border: 1px solid black; padding: 2px;">Select</span>                                                                                                                                                                                                                                                                                                                 |                      |                                                                                                             |                                               |                      |
| Operator Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Test Owner Co        | Contact First Name:                                                                                         | Storm                                         |                      |
| Street Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PO Box 1977          | Contact Last Name:                                                                                          | Water Administration                          |                      |
| Address Line 2:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      | Title:                                                                                                      | Head person                                   |                      |
| City/State/Zip:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sacramento CA L6G1BG | Phone:                                                                                                      | 916-341-5536 * Ext: (999-999-9999)            |                      |
| Type:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | City/Town Agency     | E-mail:                                                                                                     | stormwater@waterboards.ca.gov * (abc@xyz.com) |                      |
| Federal Tax ID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 99-9999999           | <span style="border: 1px solid red; padding: 2px 10px; color: red; font-weight: bold;">Apply for NEC</span> |                                               |                      |
| <div style="display: flex; justify-content: space-between;"> <span>Save &amp; Exit</span> <span>Save &amp; Continue</span> </div>                                                                                                                                                                                                                                                                                                                                                         |                      |                                                                                                             |                                               |                      |

- Water Boards Storm Water Multiple Application & Report Tracking System

[Help](#)
[Logout](#)

You are logged-in as \_\_\_\_\_

If this account does not belong to you, please log out.

Navigate To:

Welcome to the Storm Water Multiple Application and Report Tracking System - SMARTS

Select Program to Access	Last 10 Records Previously Saved			
Construction General Permit	Application ID	Permit Type	Document Type	Status
Industrial General Permit	66990	SW Capture Compliance Option	COI	Not Submitted
Municipal Phase I Permit	461380	Industrial	NOI	Not Submitted
Municipal Phase II Permit				
Caltrans MS4 Permit				
Documents Ready for Certification				

- Water Boards Storm Water Multiple Application & Report Tracking System

[Help](#)
[Logout](#)

You are logged in as:

If this account does not belong to you, please log out.

Navigate To:

Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS

Industrial Permit Menu

Applications You Are Associated With:

Application ID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide	Delink App
NOI						Delete	
<a href="#">New Application</a> <a href="#">Active NOIs, NECs</a> <a href="#">Pending Applications</a> <a href="#">Terminated NOIs</a> <a href="#">Reports</a> <a href="#">Back to Main Menu</a>	484441 5539028727	Industrial - NOI	Active	Test Owner Co PO Box 1977 Sacramento CA 95618G8	Test Owner Co 1011 I Street Ablion CA 95814		<a href="#">Delink</a>



Select the “COIs” tab:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: ...  
If this account does not belong to you, please log out.

Navigate To: [v]

**Operator Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID: 5539028727 - 484441      Operator: Test Owner Co      Certified Date: 07/07/2020  
Status: Active      PO Box 1977 Sacramento CA L6G1BG8      Processed Date: 07/08/2020  
Order No: 2014-0057-DWQ      Facility: Test Owner Co      NOT Effective Date:  
Permit Type: Industrial - NOI      1001 I Street Alhambra CA 95814      Previous ID:  
Compliance Option: On-site - In-progress

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Reports Inspections Print Status History Linked Users NOTs **COIs**

Operator Information: Populate Contact Info: Select [v]

Operator Name: Test Owner Co \* 2      Contact First Name: Storm \*  
Street Address: PO Box 1977 \* 2      Contact Last Name: Water Administration \*  
Address Line 2: \* 2      Title: Head person  
City/State/Zip: Sacramento CA L6G1BG \* 2      Phone: 916-341-5536 \* Ext: 999-999-9999  
Type: City/Town Agency \* 2      E-mail: stormwater@waterboards.ca.gov \* (abc@xyz.com)  
Federal Tax ID: 99-9999999 \* 2      Apply for NEC

Save & Exit Save & Continue

Select the “COI ID” for the “SW Capture Compliance Option”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: ...  
If this account does not belong to you, please log out.

Navigate To: [v]

**COIs list**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID: 5539028727 - 484441      Operator: Test Owner Co      Certified Date: 07/07/2020  
Status: Active      PO Box 1977 Sacramento CA L6G1BG8      Processed Date: 07/08/2020  
Order No: 2014-0057-DWQ      Facility: Test Owner Co      NOT Effective Date:  
Permit Type: Industrial - NOI      1001 I Street Alhambra CA 95814      Previous ID:  
Compliance Option: On-site - In-progress

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Reports Inspections Print Status History Linked Users NOTs **COIs**

Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI.

The following are the COIs associated with this NOI. Click on the COI ID to view the details.

Add a New COI

COI ID	COI Type	WDID	Submitter	Submitted Date	Status of Document	Delete
<b>1852926</b>	SW Capture Compliance Option	5539028727			Not Submitted	Delete

Fields marked with \* are mandatory fields.

**Note:** A Discharger can only propose one Change of Information - Compliance Option request at a time in SMARTS for an industrial facility identified by a WDID number.



## The Final Intent: On-site Compliance Option

10. The Discharger must submit a completed Final Intent form seven (7) days prior to the initial operation of the corresponding best management practices. To complete the “final intent” form, select the “Intent” tab and enter the date all On-Site best management practices will be implemented and operational. Enter the description of the bypass mechanism for all the selected best management practices in the provided field. Provide a description of the pretreatment system(s) for all selected infiltration best management practice(s) above. If an infiltration best management practice has not been selected, enter “NA”:

<b>Intent</b>   Attachments   Certify/Review   Status History   Back To NOI Summary	
<b>Compliance Options:</b>	
<b>Initial Intent</b>	
Select Stormwater Capture Compliance Option:	<input checked="" type="radio"/> On-Site Stormwater Capture Compliance Option <input type="radio"/> Off-Site Stormwater Capture Compliance Option
Provide a general description of the selected Compliance Option above:	<div>General description of the selected On-site or Off-site Compliance Option selected above.</div> <div>1910 characters remaining.</div>
Provide expected date for compliance option Best Management Practices will be implemented and operational:	<div>07/03/2020</div>
<b>Final Intent</b>	
Date all On-Site Best Management Practice(s) (BMPs) are Implemented and Operational	<div>07/06/2020</div>
Provide a description of the bypass mechanism for all selected Best Management Practice(s) above.	<div>Description of the bypass mechanism for all selected Best Management Practice(s) above.</div> <div>1913 characters remaining.</div>
Provide a description of the pretreatment system (s) for all selected infiltration BMP(s) above (Enter NA if no infiltration BMPs selected).	<div>Description of the pretreatment system (s) for all selected infiltration BMP(s) above (Enter NA if no infiltration BMPs selected).</div> <div>1869 characters remaining.</div>

11. Select the best management practice type from the drop-down menu, select “Lookup Map,” and enter the coordinates of the selected best management practice. Select “Add New BMP Type” after setting the latitude and longitude using the “Lookup Map” tool to add selected best management practices. To add additional best management practices, select from the drop-down menu and repeat the previous steps. When complete, select “Save and Continue”:

The screenshot shows a web form titled "Types of BMPs (Please enter at least one BMP Type)". It features a table with columns for "BMP Type", "Latitude", "Longitude", and "Remove". Below the table, there is a "Select" dropdown menu, a "Lookup Map" button, and an "Add New BMP Type" button. The "Save & Continue" button is also visible. Red circles highlight the "Save & Continue" and "Add New BMP Type" buttons, and a red arrow points to the "Lookup Map" button.

12. The user can locate a site's coordinates by entering the street address and selecting “Go!” in the “Lookup Map” tool, or by clicking the location directly on the map. The system will populate the coordinates above the map based on the street address or the location selected on the map. The user must confirm the location is correct by selecting “Set Coordinates”:

The screenshot shows a web form for locating coordinates. It includes input fields for "Latitude: 38.58178" and "Longitude: -121.49209", with a note: "\*Longitudes should always be negative." Below these fields is a "Set Coordinates" button. The form also contains a text input field for a street address, "1001 I Street, Sacramento", and a "Go!" button. Below the address field is a map of Sacramento, CA, showing the location of 1001 I St, Sacramento, CA 95814, USA. The map includes labels for "Discovery Park", "Richards Blvd", "Downtown", "Midtown", and "McKin". The Google logo and "Map data ©2017 Google" are visible at the bottom of the map.

## Final Intent: Off-Site Compliance Option

13. The Discharger must submit a completed Final Intent form seven (7) days prior to the initial implementation of the agreement. To submit a final intent for an Off-Site Compliance Option, click the “Intent” tab. The final intent information is located below the Initial Intent information previously submitted for the Off-Site Compliance Option.

Select the date the Regional Water Quality Control Board approved the Off-Site Compliance Option. Select the date all Off-Site best management practices will be implemented and operational based on the agreement approved by the Regional Water Quality Control Board. Provide a description of the agreement and best management practice(s) and list the parties in the off-site compliance option agreement in the fields provided.

Enter the best management practice type from the drop-down menu and select “Lookup Map” to enter coordinates for the selected best management practice. After setting the latitude and longitude using the “Lookup Map” (see step 12 for details), select “Add New BMP Type” to add the new selected best management practice. To add an additional best management practice type, simply select from the drop-down menu and repeat steps 11-12. When complete, select “Save and Continue”:

The screenshot shows the 'Final Intent' form for an Off-Site Compliance Option. The form includes the following sections:

- Date Off-Site Compliance Option Agreement approved by Regional Water Board:** A date selection field.
- Date all Off-Site Best Management Practice(s) (BMPs) are Implemented and Operational via the Agreement:** A date selection field.
- Provide a description of the agreement and BMP(s):** A text area with a '2000 characters remaining' indicator.
- Provide a list of parties in the Off-Site Compliance Option agreement:** A text area with a '2000 characters remaining' indicator.
- Types of BMPs (Please enter at least one BMP Type):** A table with columns for BMP Type, Latitude, Longitude, and Remove.

At the bottom of the form, there are three buttons: 'Save & Exit', 'Save & Continue', and 'Add New BMP Type'. The 'Save & Continue' and 'Add New BMP Type' buttons are circled in red. Red arrows point to the 'Save & Continue' button and the 'Lookup Map' button in the table.

14. The “Attachments” tab will allow you to upload supporting documentation by selecting “Upload Attachment.”

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Navigate To: [Dropdown]

**Change of Information (COI) - Attachments**

COI ID: 65223 Status of Document: Not Submitted Submitter: [Name] Owner/Operator: Test Owner Co  
COI Type: SW Capture Compliance Option COI Date: [Date] WDID: 8 301028641 Site/Facility: PO Box 1977 Sacramento CA 95814  
Test Owner Co  
10011 Street Alberhill CA 95814

Intent Attachments Certify/Review Status History Back To NOI Summary

Please click on Upload Attachment button to upload the corresponding files(Required for Site Size or Disturbed Area changes). **Upload Attachment**

The following are the current documents related to the COI. Click on the link to view them.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached
No records found.						

Back Next

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15. The “Choose File” button opens a new window (check the Windows pop-up blocker if needed.) Select an “Attachment File Type” from the drop-down menu and fill in the “Attachment Title” in the required field. After selecting the file, click “Upload Files” and wait until the file completely uploads. Select “Add New Row” to upload multiple files. After confirming that the file has uploaded correctly, select “Next”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Navigate To: [Dropdown] Help Logout

**Change of Information (COI) - Attachments**

COI ID: 65223 Status of Document: Not Submitted Submitter: [Name] Owner/Operator: Test Owner Co  
COI Type: SW Capture Compliance Option COI Date: [Date] WDID: 8 301028641 Site/Facility: PO Box 1977 Sacramento CA 95814  
Test Owner Co  
10011 Street Alberhill CA 95814

Intent Attachments Certify/Review Status History Back To NOI Summary

Please click on Upload Attachment button to upload the corresponding files(Required for Site Size or Disturbed Area changes).

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	File Name
Select			Part of		Choose File No file chosen

**Upload Files** Cancel Add New Row

The following are the current documents related to the COI. Click on the link to view them.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.								

Back **Next**

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16. Below is an example of a completed “Attachments” tab required to certify the final intent:

**Note:** A Discharger must upload an updated Stormwater Pollution Prevention Plan (SWPPP) and Facility Map prior to certifying and submitting a Final Intent form. Additional required content of an updated Stormwater Pollution Prevention Plan (SWPPP) for an On-Site Compliance Option are specified in [Section II.H.3.a](#) and for Off-Site Compliance Option are specified in [Section III.H.2](#) of Attachment I in the Industrial General Permit.

The screenshot shows the 'Attachments' tab of the 'Change of Information (COI) - Attachments' section. The system title is 'Water Boards Storm Water Multiple Application & Report Tracking System'. The user is logged in as 'Test Owner Co' with a 'Navigate To' dropdown. The COI ID is 65223, Status of Document is 'Not Submitted', and the Submitter is 'Test Owner Co'. The COI Type is 'SW Capture Compliance Option', COI Date is '06/19/2020', and the WDID is '8 30I028641'. The Owner/Operator is 'Test Owner Co' and the Site/Facility is 'Test Owner Co 1001 I Street Alberhill CA 95814'. A message states 'Change of Information Request(COI) is successfully saved.' Below this are tabs for 'Intent', 'Attachments' (selected), 'Certify/Review', 'Status History', and 'Back To NOI Summary'. A button 'Upload Attachment' is present. A table lists two attachments: 'SWPPP' (File ID 2633942, File Title 'updated SWPPP w/ SW capture Compliance option', Date Attached 06/19/2020) and 'Facility/Site Map' (File ID 2633943, File Title 'updated Site map with SW capture compliance', Date Attached 06/19/2020). Navigation buttons 'Back' and 'Next' are at the bottom.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached
2633942	SWPPP	updated SWPPP w/ SW capture Compliance option			1/1	06/19/2020
2633943	Facility/Site Map	updated Site map with SW capture compliance			1/1	06/19/2020

17. The “Certify/Review” tab provides a completion check of the proposed compliance option<sup>4</sup>:

The screenshot shows the 'Certify/Review' tab of the 'Change of Information (COI) - Certification' section. The system title is 'Water Boards Storm Water Multiple Application & Report Tracking System'. The user is logged in as 'Test Owner Co' with a 'Navigate To' dropdown. The COI ID is 65223, Status of Document is 'Not Submitted', and the Submitter is 'Test Owner Co'. The COI Type is 'SW Capture Compliance Option', COI Date is '06/19/2020', and the WDID is '8 30I028641'. The Owner/Operator is 'Test Owner Co' and the Site/Facility is 'Test Owner Co 1001 I Street Alberhill CA 95814'. A message states 'Change of Information Request(COI) is successfully saved.' Below this are tabs for 'Intent', 'Attachments', 'Certify/Review' (selected), 'Status History', and 'Back To NOI Summary'. A button 'Perform Completion Check' is present. A message states 'Before certifying the Change of Information, the system must verify that all required sections have been completed. To perform this check, click the button below: \*\* Please note that Certification for Initial Intent is not required. If you have all the details for Final Intent, please complete them and come back to perform completion check and certify the COI.' At the bottom, there is a copyright notice: '© 2019 State of California Conditions of Use Privacy Policy'.

<sup>4</sup> **Note:** Certification is not required for submitting the initial intent. It is only required when the final intent is complete.

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submitting the Change of Information Compliance Option (e.g. Stormwater Pollution Prevention Plan (SWPPP) was uploaded incorrectly). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Change of Information is complete, SMARTS will only allow the Data Entry Person to notify the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) (via a generated SMARTS email) that the Change of Information must be certified and submitted.

The screenshot shows the 'SWPPP' section with tabs for 'Certify/Review', 'Status History', and 'Back To NOI Summary'. A green message states: 'The NOT Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.' Below this, the 'Send Email to LRP/AS' button is circled in red. Other buttons include 'Back' and 'Next'. A footer note says: 'Fields marked with \* are mandatory fields.' and a copyright notice for 2016 State of California is at the bottom.

The Change of Information-Final Intent must be certified and submitted by the Legally Responsible Person or Duly Authorized Representative. The Legally Responsible Person or Duly Authorized Representative must identify the Change of Information in SMARTS (same steps as outlined by [step 9](#) of this guide) and select the Change of Information that requires certification:<sup>5</sup>

The screenshot shows the 'COIs' tab in the SMARTS application. A message states: 'Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI. The following are the COIs associated with this NOI. Click on the COI ID to view the details.' Below this is a table with columns: COI ID, COI Type, WOIID, Submitter, Submitted Date, and Status of Document. The first row has COI ID '65223' circled in red, COI Type 'SW Capture Compliance Option', WOIID '8 308028641', Submitted Date '06/19/2020', and Status 'Not Submitted- Certification Required'. A footer note says: 'Fields marked with \* are mandatory fields.' and a copyright notice for 2019 State of California is at the bottom.

COI ID	COI Type	WOIID	Submitter	Submitted Date	Status of Document
65223	SW Capture Compliance Option	8 308028641		06/19/2020	Not Submitted- Certification Required

<sup>5</sup> **NOTE:** If the Data Entry Person (DEP) has properly sent the Change of Information for certification to the Legally Responsible Person/Duly Authorized Representative, they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

The Legally Responsible Person or Duly Authorized Representative must review the prepared Change of Information for accuracy prior to continuing to the “Certify/Review” tab to perform the completion check:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | If this account does not belong to you, please log out. | Navigate To: [Dropdown]

### Change of Information (COI) - Certification

COI ID: 65223 | Status of Document: Not Submitted | Submitter: Test Owner Co  
COI Type: SW Capture Compliance Option | COI Date: 8/30/2020 | WDOI: 8301028641 | Site/Facility: Test Owner Co, 1001 I Street Alhambra CA 95814

Change of Information Request(COI) is successfully saved.

[Intent](#) | [Attachments](#) | [Certify/Review](#) | [Status History](#) | [Back To NOI Summary](#)

Before certifying the Change of Information, the system must verify that all required sections have been completed. To perform this check, click the button below:

**\*\* Please note that Certification for Initial Intent is not required. If you are have all the details for Final Intent, please complete them and come back to perform completion check and certify the COI.**

**Perform Completion Check**

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The Legally Responsible Person or Duly Authorized Representative certifies and submits the Change of Information by selecting all three check boxes, entering their password, answering a security question, and selecting the “Certify COI” button:

### Change of Information (COI) - Certification

COI ID: 65223 | Status of Document: Not Submitted | Submitter: Test Owner Co  
COI Type: SW Capture Compliance Option | COI Date: 8/30/2020 | WDOI: 8301028641 | Site/Facility: Test Owner Co, 1001 I Street Alhambra CA 95814

Change of Information (COI) perform completion check complete. Your application appears to be complete. Certify the COI to submit to Water Board.

[Intent](#) | [Attachments](#) | [Certify/Review](#) | [Status History](#) | [Back To NOI Summary](#)

#### Certification & Submission Checklist:

Check	Question Text
<input type="checkbox"/>	I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
<input type="checkbox"/>	I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS2 of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.
<input type="checkbox"/>	I certify I understand to include facility On-Site Compliance Option implementation information required in the Industrial General Permit's Attachment I applicable to any Level 1 ERA Reports, Level 2 ERA Action Plan, and/or Level 2 ERA Technical Reports for this facility.

**Certified By:**

First Name:	Last Name:
Discharger Test	

Please answer your security question before certifying the document.

What was your High School Mascot? [Text Box]

Please enter your password [Text Box]

**Certify COI** | [Certify Later](#)

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.



A confirmation screen will confirm a successful submittal of the Change of Information in SMARTS:

*Water Boards Storm Water Multiple Application & Report Tracking System*

You are logged-in as: \_\_\_\_\_  
If this account does not belong to you, please log out. Navigate To: \_\_\_\_\_

**Change of Information (COI) - Certification**

COI ID:	65223	Status of Document:	Received	Submitter:		Owner/Operator:	Test Owner Co PO Box 1977 Sacramento CA L6G1BG8
COI Type:	SW Capture Compliance Option	COI Date:	06/19/2020	WDID:	8 301028641	Site/Facility:	Test Owner Co 1001 I Street Alberhill CA 95814

[Intent](#) [Attachments](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

Your electronic "Change of Information" has been successfully received by the State Water Resources Control Board's database. Your confirmation information for this certification is as follows:

COI ID: 65223  
Application ID: 484441  
WDID: 8 301028641  
Submission/Certified Date: 06/19/2020  
Certifier Name:  
Certifier Title: Discharger Test

To make any changes/modifications to the COI, please click on [Remand](#)

18. The Notice of Intent form will display "On-Site/Off-Site - Active" once the Discharger has certified the Change of Information:

*Water Boards Storm Water Multiple Application & Report Tracking System* [Help](#)

You are logged-in as: \_\_\_\_\_  
If this account does not belong to you, please log out. Navigate To: \_\_\_\_\_

**Operator Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID:	55391028727 - 484441	Operator:	Test Owner Co	Certified Date:	07/07/2020
Status:	Active	Facility:	PO Box 1977 Sacramento CA L6G1BG8	Processed Date:	07/08/2020
Order No:	2014-0857-DWQ		Test Owner Co	NOT Effective Date:	
Permit Type:	Industrial - NOI		1001 I Street Albion CA 95814	Previous ID:	
				Compliance Option:	<b>On-site - Active</b>

[Operator Info](#) [Facility Info](#) [Addtl. Facility Info](#) [Billing Info](#) [Attachments](#) [Certification](#) [Requirements](#) [Reports](#) [Inspections](#) [Print](#) [Status History](#) [Linked Users](#) [NOTs](#) [COIs](#)

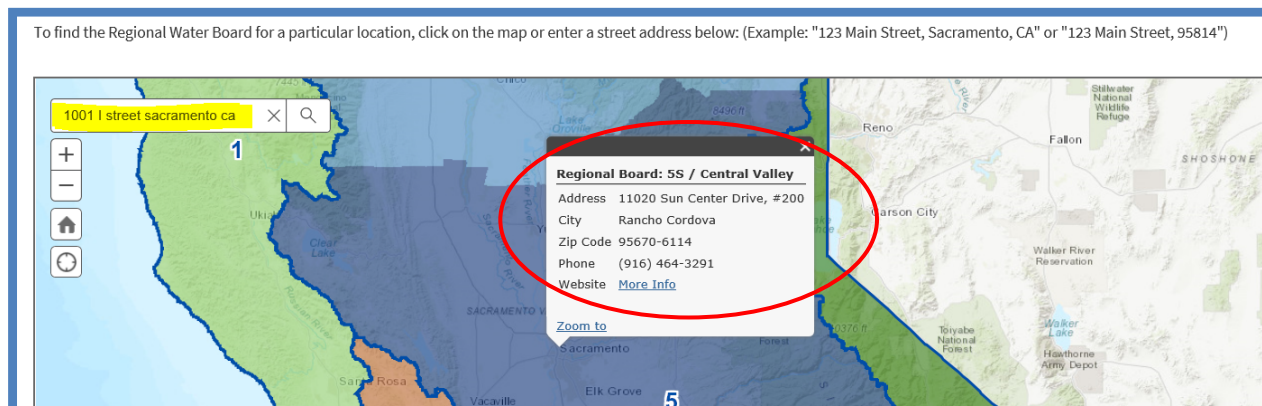
Operator Information Populate Contact Info: Select

Operator Name:	Test Owner Co	Contact First Name:	Storm
Street Address:	PO Box 1977	Contact Last Name:	Water Administration
Address Line 2:		Title:	Head person
City/State/Zip:	Sacramento CA L6G1BG	Phone:	916-341-5536 Ext: 999-999-9999
Type:	City/Town Agency	E-mail:	stormwater@waterboards.ca.gov abc@xyz.com
Federal Tax ID:	99-9999999		

[Save & Exit](#) [Save & Continue](#) [Apply for NEC](#)

Fields marked with \* are mandatory fields.

19. To initiate an On-Site or Off-Site Compliance Option, or have questions about the status of an existing Change of Information process, please identify and contact the appropriate Regional Water Quality Control Board as listed on the following [State Water Board Website](https://www.waterboards.ca.gov/waterboards_map.html) ([https://www.waterboards.ca.gov/waterboards\\_map.html](https://www.waterboards.ca.gov/waterboards_map.html)), and enter your business/facility address:



The screenshot below displays the Statewide Stormwater Contacts webpage. Click on the quick links to navigate to the appropriate Regional Board. Click on the Regional Water Quality Control Board, in this case “Regional Board: 5S/ Central Valley”, determined in the previous step to view the stormwater contacts or scroll down the webpage.

